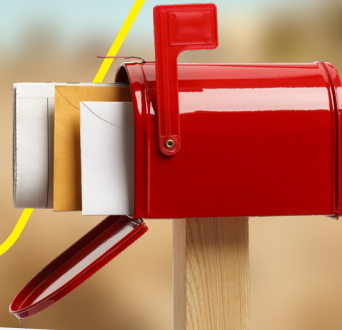


CAREER OPPORTUNITY



BotswanaPost seeks to deliver sustainable innovative business growth through people excellence and a commitment to provide exceptional customer experience whilst continuously building a high-performance and people-centered company that is fit to serve and fit to grow. The company invites suitably qualified, innovative, results-orientated, resilient and self-driven individuals to apply for the positions described below and join a team of professionals to drive service excellence;

LEGAL SERVICES OFFICER – BPS 33/2/1 VOL.1 (60)

JOB SUMMARY

The Legal Services Officer is responsible for the effective and efficient management of Legal matters, provision of legal advisory services and ensuring effective management of legal and contractual risks. The Legal Services Officer shall also provide administrative support to the management team by providing board secretarial services to the Company and its subsidiaries.

This position directly reports to the Legal and Governance General Manager.

POSITION REQUIREMENTS

Key Responsibilities;

- Provides general legal advice including recommending for the institution, defense or settlement of cases.
- Coordinates and manage all legal matters between the Company and other parties.
- Drafts and prepares contracts and other legal documents to ensure that the interests of the Company are protected.
- Provides administration of contracts and be the custodian of all legal documents including keeping and maintaining a legal register.
- Ensures statutory and regulatory compliance on all matters.
- Assists the Legal Services and Governance General Manager as well as the Board Secretary to coordinate the preparation of Board and Committee papers and ensure that arrangements for meetings for the Company and Subsidiaries are made.
- Ensures accurate and proper recording of minutes of Company and subsidiary Boards and Committees and Management Committees.
- Prepares functional reports and assist in the preparation of Annual Report and ensure timely filing with the Ministry or such other applicable authority.
- Carry out all such other duties assigned from time to time in the interest of the organisation and as directed by management in the Company Secretarial function.

QUALIFICATIONS;

A Bachelor of Laws (LLB) from a recognised University and admitted to practice in any court of law in the Republic of Botswana.

EXPERIENCE;

A minimum of two (2) years' experience in corporate legal work, civil litigation, contract negotiations and governance.

KEY PERFORMANCE AREAS

- Legal risk management
- Litigation management
- Contract management
- Contract drafting
- Contract negotiation

COMPETENCIES;

- Interpersonal and communication skills
- Analytical skills
- Assertive and decisive
- Proactive and innovative
- Strong negotiation skills

BENEFITS;

BotswanaPost offers attractive salaries and benefit packages that are commensurate with qualifications and experience.

APPLICATION INSTRUCTIONS;

Only candidates who meet the above requirements need to apply by enclosing an application letter, detailed curriculum vitae, copies of certified certificates and Omang/ID to:

Chief Human Capital Officer
BotswanaPost
P.O. Box 100
Gaborone

OR email a complete application to:
recruitment@botswanapost.co.bw

All applications must be submitted on or before **21st November 2025**.

NOTE: Please note that we only contact shortlisted candidates.